

## IV. SUMMER YOUTH PROGRAM GRANT PROPOSAL NARRATIVE

### Instructions:

Please use the provided space and PDF form fill format for responses. If organization is planning to serve youth ages 5-18 at the SAME site, include program details for BOTH age groups.

#### THIS PROPOSAL IS BEING SUBMITTED TO:

- ☐ Fund expansion of current school year afterschool/out-of-school time program to include a summer program.
- ☐ Expand an existing summer program by increasing the hours per week and/or number of weeks. The summer program at the applicant site must have operated during 2013 and 2014.

### 1. **PRIORITY POINTS (Scored with Competitive Priority Points section)**

Provide justification for all priority points selected in *III. Program Information, Section A: Competitive Priority Points*.

**2. ABSTRACT (2 points possible)**

- A. Provide a summary of the organization including the following:
  - 1. Describe the organization's mission.
  - 2. Identify the focus population of the organization.
  - 3. Indicate the number of years the organization has been serving the community.
- B. Explain why the organization is best suited to provide a summer youth program which meets needs of the youth and families in the community.

### 3. **PROFILE & NEED DETERMINATION (10 points possible)**

Provide a community and site profile justifying the need for summer programming. Include a description of the specific data sources used in the determination. Suggested data **may** include, and is **not limited** to the following:

- Poverty rates in the communities to be served
- 5-12 year old children receiving child care subsidy administered by DWS\*
- 5-18 year old youth in a Family Employment Program (FEP) Household (Family financial assistance administered by DWS\*)
- 5-18 year old reading and math score data and trends
- 5-18 year old youth crime and juvenile justice information
- 5-18 year old school attendance data
- Student Health and Risk Prevention (SHARP) survey data
- Behavioral Risk Factor Surveillance System (BRFSS) survey data
- Teacher, student, and parent survey results
- High School Graduation and dropout rates
- Other city, county, school, or local education agency data

\*If you are interested in requesting DWS data: <http://jobs.utah.gov/edo/information/misreportingrequest.pdf>

**4. PROGRAM DESIGN & SERVICES (20 points possible)**

Provide detailed descriptions of the following:

- A. Describe the organization's plan to expand summer programming in an existing afterschool/out-of-school time program operating at least 10 hours per week and 32 weeks during the regular school year; or  
Describe the organization's plan to expand an existing summer program by increasing the hours per week and/or number of weeks. The summer program at the applicant site must have operated during 2013 and 2014.
- B. Explain the program's daily schedule demonstrating balanced programming in the areas of reading, math, and enrichment (See Attachment G, *Definitions*). Proposals entirely academic or entirely enrichment will not be considered.
- C. Describe how the program will provide intentional reading, math, and enrichment programming.
- D. Describe the evidence-based curriculum and resources to be used for reading, math, and enrichment programming.
- E. Describe how the program will intentionally involve parents or guardians.

**PROGRAM DESIGN & SERVICES CONTINUED (SPACE CAN ONLY BE USED FOR PROGRAM DESIGN & SERVICES SECTION)**

**5. READING & MATH PROGRAMMING OUTCOMES (18 points possible)**

The program will be required to measure and track reading and math outcomes among youth participants over the three years of the grant. Describe the following:

- A. Describe the expected outcomes of the reading and math learning programming and the assessment/measurement tool(s) to be utilized. Include how pre-assessments and post-assessments will be utilized; the overall data collection protocol and plan to obtain parental permission if needed.
- B. Describe the data the program will report to support the identified outcomes outlined in Part A above.

**READING & MATH PROGRAMMING OUTCOMES CONTINUED (SPACE CAN ONLY BE USED FOR READING & MATH PROGRAMMING OUTCOMES SECTION)**

**6. QUALITY IMPROVEMENT EFFORTS (2 points possible)**

This grant opportunity is designed to support quality improvement in summer youth programs. Programs will be expected to adhere to quality standards utilizing the *Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool)*, see Attachment B, *Quality Tool* and participate in quality improvement activities with an assigned Out-of-School Time (OST) Specialist. Describe how the site is currently utilizing, or planning to utilize the *Quality Tool* for improvement efforts (<http://www.utahafterschool.org/quality>).



## 7. **PREVENTION AND EDUCATION COMPONENTS PROGRAMMING (10 points possible)**

If program site is currently participating in another DWS-OCC afterschool/out-of-school time program grant, prevention and education components may be aligned. Funded programs are required provide programming which includes at least **two (2)** components from the list below:

- Addiction Prevention
- Civic Engagement
- Education & Career Readiness
- Emotional Intelligence & Self-Concept
- Financial Literacy
- Healthy Relationship Education
- Physical Activity & Nutrition
- Positive Interpersonal Relationships
- Pregnancy & STI Prevention\* (Teen Only)
- Youth Violence & Gang Prevention

- A. Explain how the **two (2)** components were selected; the relevance to the population to be served; and how the program will implement the selected components utilizing evidence-based curriculum.

*\*Note: Teen programs providing Pregnancy and STI Prevention must obtain written parental permission for each student before teaching Pregnancy and STI Prevention.*

- B. Describe **three (3)** SMART (specific, measurable, attainable, realistic, and time-bound) outcomes expected from utilizing prevention and education components in the summer program.
- C. Indicate the prevention and education programming outcomes to be collected and reported.

**8. COLLABORATIONS & PARTNERSHIPS (8 points possible)**

Collaborations and partnerships must be made in order to support summer youth programs for the benefit of youth and families in the community.

Note: Contributions from collaborator(s) or partner(s) should be noted on the Proposal Budget Form.

- A. Identify how the organization will collaborate or partner with agencies or entities in the community to develop; operate; and enhance the Summer Youth Program.
- B. Specify one (1) to two (2) significant agencies or entities collaborating and partnering with this program:
  - 1. Indicate number of years organizations have been collaborating or partnering.
  - 2. Describe the purpose of the collaboration or partnership.
  - 3. Identify and describe the resources the collaborator or partner shares with the organization.

## 9. **STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT (12 points possible)**

In order to effectively develop and sustain summer youth programming and meet identified outcomes, a considerable amount of commitment is required. If grant funds are awarded, the program site must provide documentation showing 20 hours of program-related training each year for every staff working 10 or more hours/week.

- A. Describe the qualifications of the individual identified to oversee and support the successful implementation of the organization's Summer Youth Program Grant.
  - 1. Specify the amount of time the identified individual will dedicate to supporting the funded summer youth program.
  - 2. Describe the manner in which this person will be supported with professional development and resources (e.g. Utah Afterschool Network, Afterschool Utah Association, conferences, trainings, etc.).
- B. Explain methods of training and mentoring for site staff to effectively implement summer programming (on-site coordinators, group leaders, etc.).
- C. Describe any professional development support available to site staff, including how site staff will be offered support in their own professional development the *Utah Afterschool Professional Credential* (<http://www.ccpdi.usu.edu/>) or attending conferences and trainings.

**10. COST INFORMATION (10 points possible)**

Justify the program's financial need.

- A. Explain the need for these funds to provide a quality summer youth program.
- B. Provide a summary of how the funds will be utilized to continue the program in years two and three.
- C. Identify personnel and processes that will be involved in ensuring financial accountability of the Summer Youth Program.
- D. Describe the methods the organization will utilize to ensure proper administrative and accounting procedures.